

STATE DEPT.

	FY-1979						FY-1980						FY-1981						Length of Course
Program	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
SCHOOL OF PROFESSIONAL STUDIES (Cont'd)																			
CLERICAL TRAINING																			
Basic Office Skills and Techniques (K101)	7	...	18	8 days 20 hours	
Foreign Service Secretarial Training (K102)	30	...	24	...	19	11	...	7	...	2	28	...	22	...	17	5 days	
Word Processing Techniques (K103)	Course held on weekly basis except for holiday weeks																	4 1/2 days 35 hours	
Management Skills for Secretaries (K104) (off-site)	22	2 days	
OCR Telegram Preparation (K105)	As Applications Warrant																	4 hours	
Dictation and Transcription Workshop (K110)	11	15	9	10 weeks 60 hours	
Passport Workshop (K112)	As Applications Warrant																	1/2 day	
"How to Communicate by Letter and Memo" for Secretaries (K113)	18	25	13	16	8 days 24 hours	
Human Relations and Secretarial Office Procedures (K114)	10	...	12	20	22	8 days 20 hours	
The Art of Dictation Workshop (K115)	6	10	7	12	16	7	18	8	7	18	23	20	11	8	19	3 hours	
Foreign Service Local Clerical Training (K118)	As Applications Warrant																		

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SCHOOL OF PROFESSIONAL STUDIES (Cont'd)																			
CLERICAL TRAINING																			
✓ Beginning Stenography (K119)	11	15	6	9	10 weeks 60 hours
✓ Intermediate Stenography (K120)	11	15	6	9	10 weeks 60 hours
✓ Advanced Stenography (K121)	18	13	16	10 weeks 60 hours
Beginning Typewriting (K122)	6	10 weeks 60 hours
Intermediate Typewriting (K123)	11	9	10 weeks 60 hours
Elementary English Skills (K124)	13	10 weeks 30 hours
English and Communication Skills (K125)	10	15	10 weeks 30 hours
Workshop in the Preparation of Travel Vouchers (K126)	20	...	28	19	16	7	21	25	16	20	...	8	26	24	...	5	2 hours

HUMAN RELATIONS AND SECRETARIAL OFFICE PROCEDURES (K114) (8 days - 20 hours)

This workshop is designed for secretaries and stenographers at the GS-6 (FSS equivalent classes) and above levels who at present have office-manager type responsibilities, or for those exhibiting or expressing interest in assuming such responsibilities. The workshop is concerned with helping the secretary to identify and cope with the human aspects of the position while at the same time maintaining or increasing the high level of production in the office. Specific areas of concentration include: determining how a secretary perceives his or her personality, ability, and career goals; how the secretary related to people at all levels; identifying games people play; how to cope with identifiable human relations problems. Role-playing, work projects, and lecture-discussions constitute some of the instructional techniques. Participants should complete the workshop with a better understanding or improved concept of themselves and of work which should result in greater job dignity and improved levels of office performance and production.

THE ART OF DICTATION WORKSHOP (K115) (3 hours)

A workshop designed for supervisors who now make use of or are interested in using dictating equipment. Some of the techniques covered in these sessions include: basic principles of dictation; based types of dictation; and practice exercises.

BEGINNING STENOGRAPHY (K119) (10 weeks - 60 hours)

This course is designed for employees who have little or no shorthand but who with a mastery of stenography would be more productive in their present jobs or would be eligible to move into positions requiring the skill. The Gregg Shorthand system, Diamond Jubilee Series, is taught. In this course emphasis is given to mastery of basic shorthand theory as demonstrated through the ability to read and write shorthand outlines fluently and accurately. Satisfactory completion of the course is the ability to take dictation of familiar materials at a minimum rate of 60 words a minute. Students completing this course will be expected to enroll for Intermediate Stenography.

INTERMEDIATE STENOGRAPHY (K120) (10 weeks - 60 hours)

This course is designed for employees who have a reading and copying knowledge of shorthand skill but who with a mastery of stenography would be more productive in their present jobs or would be eligible to move into positions requiring the skill. The Gregg Shorthand system (Simplified and Diamond Jubilee Series) is taught. In this course emphasis is given to the mastery of basic shorthand theory as demonstrated through the ability to read and write shorthand outlines fluently and accurately. Techniques for rapid and accurate transcription will be developed including effective use of materials used in making corrections and the proper use of reference manuals. Emphasis will also be placed on the correct application of rules of grammar, spelling, punctuation, and word usage necessary in the production of business papers which meet office standards. Satisfactory completion of the course is the ability to take dictation of new materials at a minimum rate of 70 words a minute. (More than 50% usually quality at 80 words a minute for Civil Service certification). Students who may not qualify for Civil Service certification will be expected to enroll in Dictation and Transcription or Advanced Stenography.

ADVANCED STENOGRAPHY (K121) (10 weeks - 60 hours)

This course is designed for employees who have a knowledge of shorthand and whose jobs require stenography and who by upgrading their skills could become more productive in their present jobs or would be eligible to move into other positions requiring the skill. Emphasis is given to developing speed and accuracy in the construction of basic shorthand outlines through the review of the shorthand theory and dictation of new materials. Particular emphasis is given to development of a shorthand vocabulary related to the work of the Department of State and other Government agencies. Techniques for rapid and accurate transcription are stressed including correct use of grammar, punctuation, materials used in making corrections, and the efficient use of references. Satisfactory completion of the course is the ability to take dictation of new materials at rates in excess of 80 words a minute. Proficiency in machine transcription

is also required for satisfactory completion. Admission to this course is based on a placement test scheduled by the Program Office prior to enrollment.

BEGINNING TYPEWRITING (K122) (10 weeks - 60 hours)

This course is designed for employees who have little or no skill in typewriting but who with a mastery of the skill could enhance their value and productivity in their present jobs. Emphasis will be placed on mastery of the keyboard, speed building with accuracy, and production of letters, memoranda, simple tabulations, envelopes, and some manuscript copy at acceptable office standards. Satisfactory completion of the course is the ability to type new material on a five-minute test at a rate of not less than 40 gross words a minute. (Persons having some mastery of the skill will be requested to take a placement test scheduled by the Program Office).

INTERMEDIATE TYPEWRITING (K123) (10 weeks - 60 hours)

This course is intended to contribute to the total development of the enrollee through the application of basic typewriting skills. Skill development is emphasized at a high level, technique difficulties remedied and concentration is directed toward the production of manuscripts, correspondence, and forms in accordance with Department of State standards. Emphasis is also placed on developing the ability to read problem material and use initiative in the performance of jobs at acceptable office standards.

ELEMENTARY ENGLISH SKILLS (K124) (10 weeks - 30 hours)

This course provides a thorough review of the fundamentals of English grammar, punctuation, spelling and word study. It also provides instruction in the use of the dictionary and current editions of reference manuals for typists and stenographers as business communication reference sources. Use of correct standard oral communication, while integrated throughout the course, is given special emphasis in specific units of work. An English inventory quiz covering fundamentals, which all participants take the first day of the course, serves as a guide to development of objectives and course content. Classroom activities are designed to give participants opportunity to apply in a variety of situations the fundamentals that they are studying. Some homework assignments are also required. Both the content and the course requirements are sufficiently varied to challenge a wide range of participant ability and interest.

ENGLISH AND COMMUNICATION SKILLS (K125) (10 weeks - 30 hours)

In this course particular emphasis will be given to the basics: correct grammatical construction, vocabulary, spelling, punctuation, and proofreading. In addition, emphasis will be given to the development of writing skill for general office correspondence including memoranda, manuscripts, reports, and other materials varying in length and complexity. Insofar as time will permit, expository writing ranging from simple paragraphs to manuscripts will be encouraged.

WORKSHOP IN THE PREPARATION OF TRAVEL VOUCHERS (K126) (2 hours)

Secretaries, stenographers and typists--are you experiencing delays and difficulty in processing travel vouchers because you are not quite sure of the correct procedures for preparing them for approval? If you are, or even if you are not the "expert" you would like to be, assistance is available. These workshops cover the "how to's" of voucher preparation.